

CLASS, SCHOOL, DISTRICT, AND COMMUNITY PROFILE:  
LOOKING AT YOUR CONTEXT FOR TEACHING AND STUDENT LEARNING

**DISCUSSION TOPICS FOR SUPPORT PROVIDERS OF SPECIAL EDUCATORS**  
**Event 1.0 Addendum**

**SCHOOL INFORMATION**

1. Who is the Student Study Team coordinator/team members?
2. Who performs the following duties:
  - Scheduling IEPs?
  - Notifying team members of meetings?
  - Coordinating the initial assessment?
  - Keeping track of 30-day interim placements?
  - Coordinating the triennial assessment?
  - What assessment tools are currently available and where are they stored?
  - Who serves as an administrator/ administrator designee on IEP meetings?
  - Who facilitates the IEP meetings?
3. What type of communication procedures currently are in use between the general education class teachers and the special education case managers?
4. Are there forms available that the special education teachers use to communicate with general education teachers?
5. What is the general attitude toward students at my school who receive special education?
6. How do I request Designated Instructional Service (DIS) support for a student?
7. How are your student's included in state-wide testing?

**STUDENT PROGRAMS-CLASSROOM INFORMATION**

1. How will you schedule your time so that you can review each student's IEP in a timely manner?
2. How will you track the IEP review dates?
3. How will you keep evidence/data for IEP goal review?

4. Which of your students are in general education classes?
5. How will you inform the teachers of the students' needs, accommodations and/or behavior support plans?
6. How will you keep track of the DIS each student receives and how will the schedule work?
7. What system will you put in place to inform parents of the IEP goals and objectives?
8. What data records do you employ to show evidence of each student's progress?
9. Do you have an instructional assistant? What are their responsibilities? What are your responsibilities in regards to the instructional assistant?

#### **DISTRICT / SELPA INFORMATION**

1. Is there a special education procedural manual and if so, do I have a copy?
2. How are students referred for special education services?
3. Where are the blank IEP forms kept?
  - How are they reordered?
  - Have you been trained in the IEP process specific to your district/SELPA?
4. What is my budget and how do I access the funds?
5. Who is my district contact person for :
  - Legal/procedural questions?
  - Low incidence referrals?
  - Transportation issues?
  - Different categories of disabilities?
  - Mental health?
  - Behavior management?
  - English Language Learners?
  - Vocational services?
  - Regional and community services
6. What alternative programs are available in my district, and how are these programs accessed?

7. In my district, who are the special education administrators and what are their roles?
8. Who performs Functional Behavioral Assessments and develops the Behavior Support Plans?
9. What are the district's graduation requirements for a diploma?
10. If the student is non-diploma bound, what are the other paths of instruction in your district.  
How are transition plans carried out in your district?
11. Who are the District/SELPA Itinerant teachers and staff and how do I contact them?
12. What is the role of your SELPA?